

TEACHER CHECKLIST FOR GED® TEST PREPARATION



Help Student Start

- ☐ Make sure the student has an email account they can access.
- ☐ Have student go to GED.com and set up a MyGED account.
- ☐ Have student record the email address and password used to create the account for future access.
- ☐ Ask the student to grant access to scores to your adult education program so scores can be viewed through GED Manager.

Let Student Learn About the Test/Testing Process

- ☐ Learn about the test from the dashboard at MyGED.
- ☐ Find out about Kentucky test information by selecting the conversation bubble on the dashboard at MyGED.
- ☐ Use the **Passing the Test** booklet, free from GED Testing Service®, to help the student understand the process.

Have Student View Tutorials

- ☐ View the test tutorial under test tips on the dashboard at MyGED.
- ☐ View the calculator tutorial under test tips at MyGED.

Go Over Math Resources with Student

- ☐ Go over the calculator reference sheet under test tips for math on the dashboard at MyGED.
- ☐ Review the formula sheet under test tips for math on the dashboard at MyGED.

Give Diagnostic Tests

- ☐ TABE
- ☐ Fast Forward or other diagnostic or pretest.
- ☐ Use enhanced scores report to target instruction
- ☐ Use Fast Track Lab for targeted instruction

Use Assessment Targets to Build Classes and Target Instruction

- ☐ Use Assessment Target Comparison Table at GEDTestingservice.com
- ☐ Use the free practice test companion available at GEDTestingservice.com to help student identify targets.

Clear Any Alerts

- ☐ Have student take and pass the Ready™ test.
- ☐ 16-, 17-, and 18-year olds must submit proof of withdrawal from school or other permissions—forms and information located under the exclamation point on the dashboard at MyGED.

Have Student Take GED Ready™: The Official Practice Test

- ☐ Have student go to MyGED and take the Ready™ test.
- ☐ Score the written responses with the scoring tools and counsel with student about the score you have given to their writing.
- ☐ Use the enhanced score report to target instruction for the student.
- ☐ Tell student to proceed to GED® test for any module they pass. If over 150, but still too close to call, offer targeted instruction.

Tell Student to Schedule the Test

- ☐ Have the student go to MyGED and schedule.
- ☐ Find the testing centers near you by entering your address in the center locator at MyGED.

Have Student Go Through Test Tips at GED.com

- ☐ Have student go through test tips on the dashboard page at GED.com, including test date information, cancellation policy, and what to bring to the test session.

Have Student Check Scores

- ☐ Scores are available at student account at MyGED. Scores will also be available in KAERS and at GED Manager for students that have granted permission for scores to be shared.
- ☐ Use enhanced score report to target instruction if student did not pass.
- ☐ If student passes, proceed to next module for diagnostic testing and targeted instruction.